



CLARA ABREU

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An organised and creative Animation Production graduate with experience supporting projects through both creative and administrative roles. Skilled in managing files, meeting deadlines, and maintaining clear communication across teams.

Experience in animation production, visual design, and social media management, with additional experience in administration, retail, and customer service.

KEY SKILLS

- Media Production pipeline awareness & post-production file handling
- Strong organisational and time management skills
- Confident communicator across teams and stakeholders
- Attention to detail in both creative and admin tasks
- Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects, InDesign)
- Microsoft 365, Procreate, Final Cut Pro, Canva
- Quick to learn new systems, software and processes

RELEVANT EXPERIENCE

Final Major Project Student Film: Look at the Sky

Environment Concept Designer, Layout Artist and Background Painter | Oct, 2024 – June, 2025

- Worked within a structured production pipeline, managing artwork files and preparing assets for animation.
- Followed production bibles and layout guides to ensure consistency and quality control across visuals.
- Organised and met deadlines within the production schedule, balancing multiple creative tasks.
- Collaborated via Microsoft Teams, Zoom, and Discord, maintaining clear communication across departments.
- Provided and received feedback constructively, implementing revisions promptly.
- Created concept art and prop designs during pre-production.
- Managed the film's Instagram account (@lookatthesky_aub), developing a consistent brand identity and sharing key updates.

Administration Assistant

Docobo Ltd, Bookham | Dec 2022 – Mar 2023

- Maintained accurate filing systems and inventory records.
- Organised and packaged parcels with attention to detail.
- Set up Android devices for professional use.
- Ensured a clean and efficient office environment.

Supermarket Assistant

M&S Foodhall, Ashted | Dec 2023 – Jan 2024

Waitrose, Leatherhead | Jan 2020 – Sept 2021

- Worked under pressure during peak periods to meet tight deadlines.
- Handled stock securely and efficiently, reducing waste and loss.
- Delivered accurate and friendly customer service at checkouts.
- Completed store closing and floor management duties.

Creative Work Experience

Branding Agency Identity Ltd, London – Work Experience (Feb 2019)

- Assisted in brainstorming and client meetings.
- Created moodboards and promotional designs in Adobe InDesign and Photoshop.

Social Media Manager – AUB Craft Society (2023–24)

- Created content, shared event schedules, and recruited members.
- Ensured a cohesive online presence and clear communication with students.

EDUCATION AND QUALIFICATIONS:

BA (Hons) Animation Production

Arts University Bournemouth

(2022 – 2025)

Art & Design Foundation Diploma (Illustration)

Arts University Bournemouth

(2021 – 2022)

Media Studies B, English Lit & Lang B, Fine Art C, EPQ (Animation)

A Levels

Reigate College

(2019 – 2021)

GCSEs

Ashcombe School, Dorking (2014–2019)

10 GCSEs at 5 or above

OTHER INTERESTS AND ACHIEVEMENTS:

- Currently expanding skills in Adobe After Effects and Illustrator through online courses.
- Interest in languages; currently teaching myself Mandarin Chinese and Japanese.
- Working towards a TEFL qualification (English Grammar Course is completed)
- Bronze Duke of Edinburgh Award.
- Former member of Dorking Lifesaving Club, Stagecoach Performing Arts (Grade 6 exam, 12-year award), and awarded ABRSM Singing (Grade 4).

REFERENCES AVAILABLE ON REQUEST